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Enriching Lives

March 1, 2004

To: Each Supervisor

From: Dave Lambertson
Interim Director 

Subject: **RELEASE OF PURCHASING AND CONTRACTING WEB PORTAL
FOR USE BY COUNTY DEPARTMENTS**

ISD is pleased to announce the release of a newly developed Purchasing and Contracting web portal. The web portal is part of our continuing efforts to consolidate the County's purchasing and contracting information through the use of automation.

This browser based, web-enabled application will merge all of the County's purchasing and contracts related websites into a single portal and provide County departments with on-line access to:

- The County's purchasing policies and procedures,
- The County's Services Contracting manual, model solicitation documents, and the Contract Database,
- The County's bid website for the review and posting of solicitation documents and specifications; and
- Purchasing Agent commodity agreements.

Additionally, department personnel will have the ability to generate purchasing reports such as vendor bid lists, and certified Local Small Business Enterprise preference program participants.

The portal page is very intuitive and provides immediate access to County purchasing and contracting information. The ISD sponsored Purchasing and Contracting web portal can be accessed through the County's Intranet Homepage, as a "featured link" under the heading, "County Purchasing and Contracting."

Concurrent with this release, my Purchasing Division Manager will be contacting your ISD Board Deputy regarding a demonstration of this web application.

Each Supervisor
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In addition, we have scheduled demonstrations of the web portal for the County's Administrative Deputy Network, the Contract Managers Network, and the Materials Manager group. We will also be contacting individual County departments to ascertain if additional information or scheduled presentations will be needed.

If you have any additional questions regarding the Purchasing and Contracting web portal, please call me at your earliest convenience, or your staff may call Joe Sandoval, ISD's Purchasing Division Manager at (323) 267-2670.

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c: ISD Board Deputies
Chief Administrative Officer
Department Heads
Administrative Deputies